







TRAINING PROGRAMS

FEBRUARY 2007

Date	Time	Class	Cost
6	9:00 – 1:00	Family Medical Leave** 	Free
7	9:00 – 1:00	Information and Records Management	Free
8	9:00 – 3:00	Customer Service	Free
13	9:00 – 12:00	Workplace Harassment Prevention 	Free
14	1:00 - 3:30	Hoosier S.T.A.R.T. "Plan Overview and Enrollment"	Free
15	9:00 – 12:00	Short & Long-Term Disability/Workers' Comp 	Free
20	10:00 – 11:00	Ethics	Free
21	9:00 – 3:30	Performance Management 	Free
22	8:30 - 4:30	Pre-Retirement Planning Seminar	Free

NOTE: All classes will be held in the State Conference Center except where noted.



Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website:
<http://www.hrci.org/>

****These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register, you will need to contact your agency training contact person (ATCP).**